

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. C-112PAGE
NO. 1.

1. Requesting Agency

SOMERSET COUNTY

2. Division or Bureau of Requesting Agency

REGISTER OF WILLS

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. GENERAL CORRESPONDENCESize: 8 $\frac{1}{2}$ " x 11"

Dates: 1950 - -

Quantity: 1 file drawer

File Arrangement: Chronological

The correspondence file is composed of routine communications and papers, not of sufficient importance to be included with Estate Papers, relating principally to notices to legatees, administrators, executors, and guardians; inquiries and replies regarding estates; and registered letter receipts.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

2. ADMINISTRATIVE ACCOUNTING RECORDS

Dates: 1950 - -

Quantity: 4 cubic feet

File Arrangement: Chronological

Audit: State audit

Administrative Accounting records consist of:

Serialized receipt copies

Canceled checks

Check stubs

Bank books

Bank deposit receipts

Adding machine tapes

Vouchers

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED,
WHICHEVER IS LATER, AND THEN DESTROY.

(Items only)

7. Agency, Division or Bureau Representative

Edward L. Fontaine

Signature

Register of Wills

Title

4/3/58

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

4/7/1958

Date

Marie G. O'Neil

Archivist

[Signature]

Date

Secretary

APPROVED
HALL OF RECORDS COMMISSION